

THE FORT STEWART CIVILIAN PERSONNEL ADVISORY CENTER

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The CPAC NEWSLETTER

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Message from the CPAC Director



Our overarching mission is to provide Human Resources Management support, guidance and services to the Fort Stewart/Hunter Army Airfield area. In doing so, we apply a comprehensive knowledge of staffing, recruitment strategies, benefits, compensation, position management and classification, labor and employee relations, worker's compensations, strategic planning and human resources management training to our customers.

I have been given the privilege and entrusted with this awesome responsibility of serving as the Director of the Fort Stewart Civilian Personnel Advisory Center (CPAC). This challenging opportunity both inspires and humbles me to stay focused and determined to meet and exceed the expectations of our customers. With over three years with the Fort Stewart CPAC, this is a forum to reiterate and share my philosophy with the Fort Stewart/Hunter Army Airfield family.

As Director, my priorities will be:

First, take care of our people.

Second, continue fostering and nurturing partnerships with Commanders, Directors, senior leaders, managers, employees, other stakeholders and customers to stay abreast of their current and projected needs and mission requirements. Our goal is to help managers execute their human resources management responsibilities to the fullest.

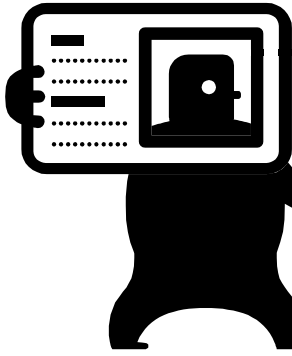
Third, get the mission accomplished by providing top notch, quality and timely services and products. With regard to taking care of people, I believe our employees are our most valued assets. My primary responsibility as the CPAC Director is to provide support to them by entitling them to certain rights:

To be appreciated and recognized for what they do

To be kept informed

To be provided the tools, training, coaching, and mentoring that they need to get their job done

In turn, as a pro-active leader I aim to provide good customer service and leadership by creating and maintaining an environment where our employees are motivated to develop excellence and to reach his/her full potential. I will instill the vision, and the expectation that fosters a team of employees who will carry out certain responsibilities:



DOD CIVILIAN RETIREE ID CARD—FAQS

What is the purpose of the card?

Since many retired DoD Civilians have no way of identifying their association with the Department of Defense, this card provides them with a trusted credential to establish their identity and affiliation. Some, but not all, military installations allow retired civilians access to MWR facilities with proper identification.

Who is eligible to receive the card?

Civilians who have retired from any DoD Service Component or Agency. Civilian retirees from other Federal agencies are not eligible.

When can I get this card?

When you are in receipt of your DoD retirement pay and you have received your Retirement SF 50 (Notification of Personnel Action).

Where can I go to get the card?

The Fort Stewart ID card section which is located in Building 253, Suite 1103, 55 Pony Soldier Road. Operating hours are from 0800 – 1530 M-F. Appointments only. Appointments can be made by calling (912) 767-4909.

What do I need to bring with me?

a. ID - You must bring in two (2) forms of identification. One must be a federal, state or local government agency- issued picture ID. The other ID may be an unexpired U.S. Passport, a U.S. Social Security card, or your original or certified copy of a Birth Certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal. These are the most common acceptable forms to verify your identification. For other acceptable documents, please contact the Fort Stewart ID card section at (912) 767-4909 or review the Employment Eligibility Verification, I-9 Form, at http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf.

b. Proof of pay grade – You must bring your Retirement SF 50, Notification of Personnel Action.

Does the card expire?

Yes, but it is renewable every four (4) years.

If I already have a retired card from my DoD Service Component or Agency, do I need this card?

No, it does not convey any additional privileges.

Is this card optional?

Yes, this is an optional card that can be issued for civilian retirees that use post facilities.

Who may I contact if my retirement record does not show in DEERS?

You may contact the Civilian Benefits Information Line by email at benefits@cpms.osd.mil or by phone at (703) 696-6301.

Message from the CPAC Director -Continued

To conduct business in a professional and customer friendly manner

To learn and master their jobs

To anticipate, meet and exceed customer needs

To be part of the team and help create a winning team

To support each other

To contribute their unique talents for the good of the whole

With regard to my second priority, partnering, I will lead the CPAC in continuing the partnering efforts with our Commanders, Directors, managers, employees, other stakeholders and customers. This is critical to provide the timely and quality of services and products needed to assist managers to meet mission requirements and human capital needs. We will anticipate, meet and exceed customer needs, deliver relevant high quality and seamless service through an integrated Civilian Human Resources program!

~Andrea V. Gardner

Director, Civilian Personnel

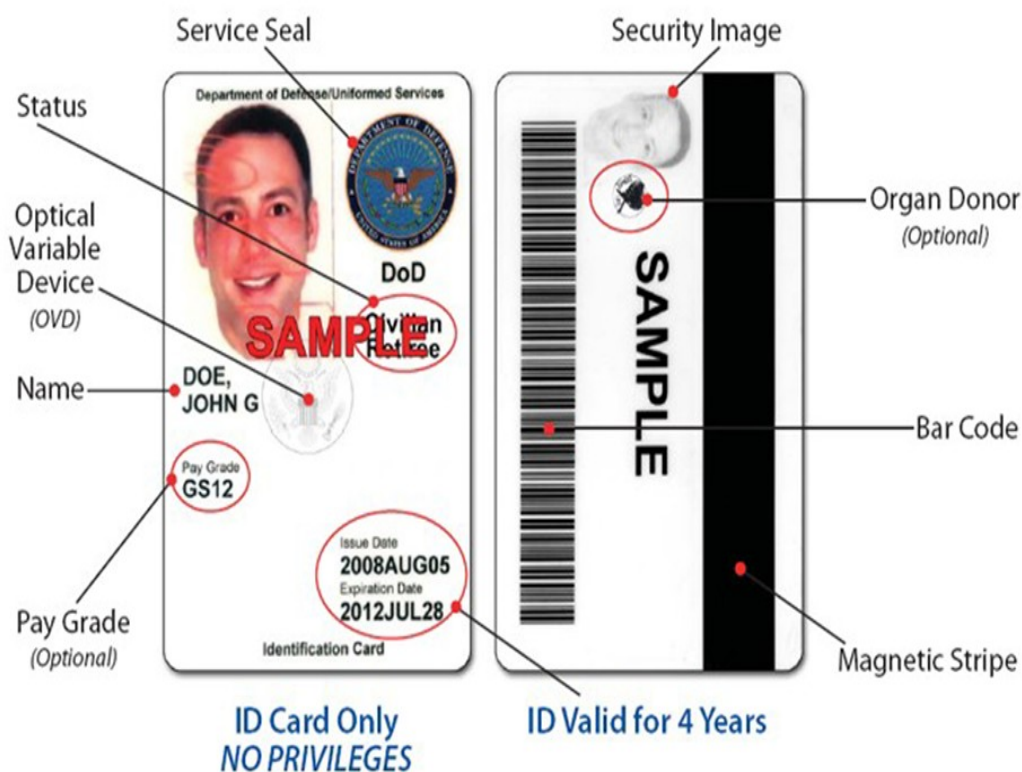
Advisory Center

CHRA - Delivering Strong!

DoD Civilian Retiree ID Card

The Department of Defense has authorized retired DoD civilian employees an identification card. This card is a trusted credential used to establish identity and affiliation with the Department of Defense and will provide retired DoD civilians with a uniform DoD identification card that can be easily recognized at any DoD base or facility within the United States and its territories or possessions. Those eligible for the card are civilians who retire from any DoD Service Component or Agency.

Cards Will Be Chipless, Plastic IDs





Open Season for Federal Long Term Care Insurance (FLTCIP)

1. The Civilian Workforce will have Open Season for Federal Long Term Care Insurance April 4 through June 24.
2. In October 2009 the Federal Long Term Care Insurance Program introduced a new plan, FLTCIP 2.0, with enhanced features for current FLTCIP enrollees. Now that all current enrollees are “settled”, it’s time to move forward with the second phase of the FLTCIP 2.0 rollout.
3. During the Open Season, actively at work employees and their spouses (including same sex domestic partners of the civilian workforce members) who are not currently enrolled will be able to apply to the FLTCIP with abbreviated underwriting.
4. Non-enrolled annuitants and other qualified relatives can apply for coverage with a full underwriting application during this period, as well as anytime during the year.

FOR FREQUENTLY ASKED QUESTIONS ON THE OPEN SEASON, PLEASE VISIT:

<http://www.ltcfeds.com/help/faq/faq.html>

Self Service, My Biz Employment Verification

Employment Verification (EV) is a Self Service My Biz tool allowing employees to email employment and/or salary information to an external organization (business, bank, credit union) directly from the Defense Civilian Personnel Data System (DCPDS)—via secure internet!

To email EV information to an external organization:

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Select, My Biz, Employment Verification
3. Select your Details to Share, either
 - a. Employment Information, or
 - b. Employment and Salary Information.
4. Enter Recipient Email Information.
5. Enter (verify) your work email address is included in Recipient Information, CC” field to receive a copy of EV email.
6. Select Continue to, Acknowledge and Submit” to send your EV information.

The My Biz – Employment Verification tool is available from your workstation



2011 FEDERAL HOLIDAYS

Federal law (5 U.S.C. 6103) establishes the following public holidays for Federal employees. Please note that most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a non-workday -- Saturday or Sunday -- the holiday usually is observed on Monday (if the holiday falls on Sunday) or Friday (if the holiday falls on Saturday).

Friday, December 31, 2010*	New Year's Day
Monday, January 17	Birthday of Martin Luther King, Jr.
Monday, February 21**	Washington's Birthday
Monday, May 30	Memorial Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
Monday, December 26***	Christmas Day



* January 1, 2011 (the legal public holiday for New Year's Day), falls on a Saturday. For most Federal employees, Friday, December 31, 2010, will be treated as a holiday for pay and leave purposes. (See 5 U.S.C. 6103(b).)

** This holiday is designated as "Washington's Birthday" in section 6103(a) of title 5 of the United States Code, which is the law that specifies holidays for Federal employees. Though other institutions such as state and local governments and private businesses may use other names, it is our policy to always refer to holidays by the names designated in the law.

*** December 25, 2011 (the legal public holiday for Christmas Day), falls on a Sunday. For most Federal employees, Monday, December 26, will be treated as a holiday for pay and leave purposes. (See section 3(a) of Executive order 11582, February 11, 1971.)

From Resumix to USA Staffing

At the DoD Executive level, a decision was made to transition from our legacy hiring software (Resumix and associated bolt-ons) to USA Staffing (USAS). This is an interim solution as DoD works on a long-term automation acquisition effort, currently titled the "Defense Enterprise Hiring Solution." It is anticipated we will use USAS as our primary recruitment automation for at least three years.

For the smaller Defense Agencies, it made sense to transition all their users at the same time. For Army, given the size of our organization and the anticipated impacts of the BRAC transitions, a phased deployment over a two-year period makes more sense. The details of which CPACs and specifically when are still being finalized. CPACs most affected by BRAC transitions will transition to USA Staffing in 2012. From January through April of 2011, the USACE CPACs in Southwest, South Central, and North Central Regions will transition to USAS, along with all the CPACs in the West, Far East, and Europe Regions.

Pay and Leave

Question: What is a quality step increase (QSI) and how does it affect a within-grade increase?

A QSI is a faster-than-normal WGI used to reward employees at any GS grade level who display high quality performance. To be eligible for a QSI, employees must:

- ◆ be below step 10 of their grade level;
- ◆ Rating must be "Successful Level 1" for the current annual rating period.;
- ◆ have demonstrated sustained performance of high quality; and

Only one QSI can be granted to an employee within any 52-week period.

A QSI does not affect the timing of an employee's next regular WGI unless the QSI places the employee in step 4 or step 7 of his or her grade. In these cases, the employee becomes subject to the full waiting period for the new step--i.e., 104 weeks or 156 weeks, respectively--and the time an employee has already waited counts towards the next increase. The employee re-ceives the full benefit of receiving a WGI at an earlier date and has not lost any time creditable towards his or her next WGI.

See 5 U.S.C. 5336, 5 CFR part 531, subpart E, and <http://www.opm.gov/performance/articles/1999/apr99-7.asp> for additional information on QSIs.

Helpful Websites:

BRAC: <http://cpol.army.mil>

Benefits: www.opm.gov/insure

Salary Charts: www.opm.gov/oca/08tables/

Pay: <https://mypay.dfas.mil/mypay.aspx> (My Pay)

NAF Vacancy Announcements: www.CPOL.Army.mil

NAF Benefits: http://www.armymwr.biz/na_f_benefits.htm

NSPS Information: <http://cpol.army.mil/library/general/nsps/>

Army Vacancy Announcements: www.CPOL.Army.mil or www.USAJobs.gov





Wage Loss Compensation for on the Job Injuries

How and when is a claim for wage loss compensation filed? Form CA-7 is used to claim compensation for periods of disability not covered by Continuation of Pay (COP). (1) An employee who is disabled with loss of pay for more than three calendar days due to an injury, or someone acting on his behalf, must file Form CA-7 before compensation can be paid. (2) The employee shall complete the front of Form CA-7 and submit the form to the supervisor for completion. The supervisor completes the Supervisor's Report (page 2 of the CA-7), and submits the completed CA-7 to CPAC for transmission to OWCP. The form should be completed as soon as possible, but no more than 14 calendar days after the day pay stops due to the injury or disease. (3) The requirements for filing claims are further described in 5 USC 8121.

Additional Forms CA-7 are used to claim compensation for additional periods of disability after the first Form CA-7 is submitted to OWCP. (1) It is the employee's responsibility to submit Form CA-7. Without receipt of such claim, OWCP has no knowledge of continuing wage loss. Therefore, while disability continues, the employee should submit a claim on Form CA-7 each two weeks until otherwise instructed by OWCP. (2) The employee shall complete the front of Form CA-7 and submit the form to the supervisor for completion. The supervisor will then complete the second page of the form and submit to CPAC for transmission to Office of Worker's Compensation Programs. (3) The employee is responsible for submitting, or arranging for the submittal of, medical evidence to OWCP which establishes both that the disability continues and that the disability is due to the work-related injury. Form CA-20 (Attending Physician's Report) is attached to Form CA-7 for this purpose.

Claims for wage loss compensation benefits take time to process even in cases where entitlement to the benefits is obvious, i.e., the employee clearly has sustained a work-related injury that results in a total or partial disability. For that reason, continuation of pay benefits are immediately available to the injured employee during the initial 45 calendar day period directly following the date of injury or the date the employee stopped work within that period. If you have any further questions, please contact Joy Miller, Injury Compensation Program Administrator, (912) 767-2271.